

Guidelines and instructions for use of Priority authorizations (PAR1)

The Priority Authorization document (PAR1) is for use when an emergency need exists which requires immediate purchasing approval. For emergencies when the vendor and product(s) or service(s) are known the PAR1 is entered and submitted along with a quote. PAR1's may be used for contract or non-contract products or services. When used for a contract purchase the contract number must be referenced in the commodity extended description field. Non-contract purchases may not exceed \$14999. PAR1's must include a justification which is to be entered in the commodity specs field. Purchasing should review PAR1's within 2 hours.

For pre-approval of emergencies where the vendor is yet to be identified and the cost of product(s) or service(s) is not currently known, the agency will contact the buyer to notify them of the emergency and follow up with an email. The buyer will respond with an approval to proceed. Within 10 calendar days of the email approval response, the agency must enter the PAR1 with the vendor's quote attached along with the email documenting the approval to proceed.